



Town of North Hempstead
Department of Building Safety, Inspection & Enforcement
210 Plandome Road, Manhasset, NY 11030 · tel. 516-869-6311 · fax 516-869-7662

Requirements for Property Surveys

- Surveys must be complete, legible, full size and to scale.
- They must show all existing conditions on and above the ground.
- They must provide dimension and setback distance information for all buildings and structures located on the premises.
- They must be prepared by a licensed land surveyor and must have the original seal and original signature of the surveyor.

**FINAL SURVEYS SHALL BE REQUIRED AT THE CONCLUSION
OF ALL CONSTRUCTION PROJECTS, PRIOR TO THE ISSUANCE
OF A FINAL CERTIFICATE OF COMPLETION OR OCCUPANCY.**

**UP TO DATE SURVEYS SHALL BE REQUIRED WITH THE SUBMISSION
OF ANY APPLICATION TO LEGALIZE CONSTRUCTION.**

**UP TO DATE SURVEYS SHALL BE REQUIRED WITH THE SUBMISSION
OF ANY APPLICATION FOR A CERTIFICATE OF EXISTING USE,
AND MUST BE DATED WITHIN ONE YEAR OF THE DATE OF THE APPLICATION.**

Property surveys representing existing conditions shall not be required for interior alterations
or renovations that do not alter or change the footprint or the exterior shell of the building or structure,
and which do not alter or change the exterior conditions.